

Department of Social and Health Services  
Olympia, Washington

**ELIGIBILITY A-Z MANUAL REVISION**

Revision #	221
Category / Section	<b>LETTERS</b> <b>B. Reason Codes</b> <b>C. Letters Protocols</b>
Issued	<b>September 1, 2002</b>
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**Summary**

**B. Reason Code Protocols**

- Updated Reason Code text with recent changes implemented in ACES
- Updated Mandatory Freeform Text Requirements to clarify what information needs to be included on the letter. Cut-and-paste format is used whenever possible to help streamline the process of adding freeform text to letters.

**C. Letter Protocols**

Created a new section for Letters that have mandatory freeform text based on letter type instead of reason code. This uses the same cut-and-paste format whenever possible.

**Paper Version Only**

**REMOVE**

B. Reason Code Protocols  
All Pages

**INSERT**

B. Reason Code Protocols  
All Pages

C. Letters Protocols  
All Pages